

City of San José

Class Specification

JOB DESCRIPTION TITLE: Division Manager

CLASS CODE: 8074		
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Exempt

CLASS SUMMARY:

Incumbents are responsible for planning, organizing, directing and coordinating operational and administrative service functions of a division within a City department and assisting executive and senior management in the formulation and implementation of department policies and procedures..

DISTINGUISHING CHARACTERISTICS:

The Division Manager is the first level of a three-level departmental executive management series. The Division Manager is distinguished from the Deputy Director which has responsibility for the management and oversight of daily operations, programs, and services of multiple divisions within a City department and serves as the Department Director in their absence. Division Manager is distinguished from Program Manager in that it oversees three or more distinct department operational service functions (program areas) having distinct objectives with measurable results for the community or the customer base. Division Managers may also oversee a city-wide service(s) whose goals, objectives and policies have a considerable impact on organizational priorities. The Division Manager generally manages a group of 20 or more employees through 3 or more subordinate managers.

Training and Experience (positions in this class typically require):

Bachelor's Degree in a closely related field and six years of progressively responsible experience, including three years of supervisory experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require one or more of the following):

- Valid CA Driver's License;
- Certified Public Accountant;
- Registered Traffic Engineer;
- Registered Professional Engineer;
- Registered Architect;
- Licensed Class V Wastewater Treatment Plant Operator.

Knowledge (position requirements at entry):

Knowledge of:

- Applicable rules, laws, and regulations;

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- Public administrations principles;
- Basic finance principles including budget and costing practices;
- Program evaluation methods;
- Leadership and management principles;
- Human resources practices and principles;
- Administrative policies and procedures;
- Basic accounting principles;
- Theories and principles related to area of assignment;
- Issues and trend in area of assignment.

Skills (position requirements at entry):

Skill in:

- Planning and monitoring budgets;
- Preparing and giving presentations;
- Preparing formal written reports and technical reports;
- Conducting staff meetings;
- Negotiating with outside agencies;
- Allocating resources;
- Using basic office equipment.;
- Supervising and motivating employees;
- Organizing multiple tasks simultaneously;
- Conducting and analyzing research;
- Developing and implementing projects;
- Communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises subordinate management, supervisory and professional staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Plans, implements, and evaluates department programs.	Daily 15%

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3.	Participates in and advises on the development of department policy.	Daily 10%
4.	Prepares and implements division work plans, capital improvement and/or operations budgets.	Daily 15%
5.	Directs allocation of grant funds; negotiates contracts, agreements, and leases.	Weekly 10%
6.	Develops and implements departmental goals, objectives, and guidelines.	Weekly 10%
7.	Presents reports and information to the City Council, boards, committees, and other divisions or departments.	Weekly 10%
8.	Ensures the divisional compliance with federal and state laws, rules, and regulations and local codes and standards.	Weekly 10%
9.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Incumbents in the Finance department may be responsible for:

- Directing and managing the City's accounting fiscal policies, functions, and processes.
- Directing and managing the City's billing/customer service operation and the departmental computer operations.

Incumbents in the Convention, Arts, and Entertainment department may be responsible for:

- Promoting cultural programs, ensuring stability and vitality to City artists, and developing citizen access to arts and arts education.

Incumbents in the Parks, Recreation, and Neighborhood services department may be responsible for:

- Supervising services necessary to foster an environment of safety and opportunity for San Jose youth.

Incumbents in the Planning, Building, and Code Enforcement department may be responsible for:

- Managing, developing, planning, implementing, and evaluating Code Enforcement Division programs.

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- Ensuring enforcement of state and local ordinances and regulations regarding health, safety, environmental, and land use laws.

Incumbents in the Human Resources department may be responsible for:

- Developing and maintaining competent employees for the City.

Incumbents in the Library department may be responsible for:

- Directing and managing a division of a major urban library system, fostering lifelong learning by ensuring that every member of the community has access to a vast array of ideas and information.

Incumbents in the Streets and Traffic department may be responsible for:

- Planning, directing, and managing the Traffic Management Division of the department which includes the Traffic Engineering and Traffic Maintenance programs.

Incumbents in the Airport department may be responsible for:

- Managing the Airport's finances and property and providing support functions to airport employees.

Incumbents in the Environmental Services department may be responsible for:

- Managing WPC Plant programs.

NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.
Classification History: Created 11/00, Revised 10/10, s001